



Garthchester Realty Associates

www.garthchester.com

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Forest Hills, New York 11375
(718) 544-0800

WOODBROOK GARDENS CORP.

(rev. 5/2026)

APPLICATION FOR PURCHASE

Return to: Garthchester Realty
440 Mamaroneck Ave., S-512
Harrison, NY 10528

INSTRUCTIONS

1. Please complete all sections of the application. If a section is not applicable to you, so state.
2. Purchaser must provide **one (1) complete** set of the following documents (in order listed) prior to the Board considering the application. ***Please do not bind, staple or print double-sided.***
 - a. fully completed application with all attached forms signed.
 - b. a signed copy of your last two (2) years Federal tax returns with all schedules attached. Also a copy of all W-2's submitted with the tax return, as well as last two pay stubs.
 - c. copies of latest bank statements.
 - d. two (2) personal letters of reference and two (2) professional letters of reference for each applicant.
 - e. letter of reference from your present employer stating annual salary and length of employment.
 - f. letter of reference from current landlord or managing agent.
 - g. fully executed contract of sale, together with any riders thereto.
 - h. a copy of your bank mortgage commitment if financing is being obtained.

The information and forms provided on this website are subject to change and may, therefore, not be the most current versions. Accordingly, users of this site are advised to check the date of the forms to make sure it is the most current. Garthchester Realty hereby disclaims responsibility for the reliance by any users of this site on the information contained herein without independent verification of its accuracy.

3. The application, documents and a non-refundable application fee, payable to Garthchester Realty, in the sum of Four Hundred and Fifty (\$450.00) Dollars **plus** Fifty (\$50.00) Dollars **per person** (for a credit check) must accompany your application. These fees are non-refundable.
4. A non-refundable application fee, payable to Woodbrook Gardens Corp., in the sum of Three Hundred (\$300.00) Dollars must accompany your application.
5. The Board reserves the right to request additional information prior to considering your application.
6. By submitting this application for the Board's consideration, you are representing that all statements contained therein are true to the best of your knowledge and are authorizing the Board to verify all statements, including the Board obtaining a current credit report.
7. Where there is more than one purchaser, the information requested is to be answered by all purchasers.
8. The purchaser(s) and all persons to reside at the residence will be required to attend a personal interview with the members of the Admissions Committee of the Board of Directors prior to the committee's moving on the application.

***NO APPLICATIONS ACCEPTED ON FRIDAYS AFTER 12PM.**

WOODBROOK GARDENS CORP.

APPLICATION TO PURCHASE SHARES OF THE CORPORATION

NOTICE

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.

WOODBROOK GARDENS CORP.

MINIMUM REQUIREMENTS

THE FOLLOWING ARE THE MINIMAL FINANCIAL REQUIREMENTS FOR APPLICANTS:

1. Credit Score: Minimum 675
2. Percentage of Purchase Price to be financed: Maximum 90%
3. Monthly mortgage must be no more than 35% of gross monthly income.
4. Monthly maintenance + mortgage must be no more than 45 percent of gross monthly income
5. Reserves after closing: Minimum post-closing savings equal to or greater than 1 year of maintenance.

I M P O R T A N T

Please review the Lead Disclosure information enclosed. Make sure that you properly execute the seller/purchaser forms and includes the appropriate mandatory warning statement in your Contract of Sale. The buyer(s) must acknowledge receipt, from the seller or broker, of a copy of the EPA information booklet “Protect Your Family From Lead In Your Home” as required by law.

PARTIES INVOLVED IN THE PURCHASE OF THE APARTMENT

SELLER(S)

Name of Seller

Name of Co-Seller

Address of Seller

Address of Co-Seller

Telephone No. of Seller

Telephone No. of Co-Seller

SELLER(S)' ATTORNEY

Attorney Responsible

Name of Law Firm

Telephone Number

Address

PERSONAL INFORMATION

Please set forth the name(s) and relationship(s) to the purchaser(s) of all individuals expected to occupy the apartment.

NAME

RELATIONSHIP

ALL INDIVIDUALS EXPECTED TO OCCUPY THE APARTMENT MUST BE PRESENT AT THE PROSPECTIVE PURCHASER(S) INTERVIEW WITH THE CORPORATION'S BOARD OF DIRECTORS

Purchase Price. _____
Payment on Contract _____
Balance Due at Closing. _____

FINANCING

Amount. _____
Name of Lending Institution _____
Address of Lending Insitution _____

Name of Representative of Lending
Institution Responsible for Application _____

Telephone Number of Lending Institution _____

STATE THE SOURCE OF ANY FUNDS USED IN THE PURCHASE OF THE
APARTMENT OTHER THAN YOUR OWN PERSONAL FUNDS OR THE FUNDS TO BE
OBTAINED FROM THE LENDING INSTITUTION SET FORTH ABOVE.

PERSONAL FINANCIAL STATEMENT (Monthly Income Statement)

	Applicant <u>1</u>	Applicant <u>2</u>
Net monthly wages	_____	_____
Net monthly other income	_____	_____
Total Monthly Income	_____	_____

MONTHLY EXPENSES

Credit cards/loans	_____	_____
Auto loans/leases	_____	_____
Projected monthly maintenance this purchase	_____	_____
Mortgage payments this purchase	_____	_____
Alimony	_____	_____
Child support	_____	_____
Liens/judgments	_____	_____
Tuition	_____	_____
Travel expenses	_____	_____
Other monthly payments	_____	_____
Total monthly payments	_____	_____

PERSONAL FINANCIAL STATEMENT

ASSETS

	Applicant <u>1</u>	Applicant <u>2</u>
Cash Deposit (for this transaction)	_____	_____
Other Cash Assets	_____	_____
Savings/Money Market	_____	_____
Total Securities	_____	_____
Other Financial Assets	_____	_____
Real Estate Owned	_____	_____
Total Assets	_____	_____

LIABILITIES

Credit cards/installment loans	_____	_____
Auto Loans/Leases	_____	_____
Mortgage/Coop Loans	_____	_____
Other Liabilities	_____	_____
Total Liabilities	_____	_____

Evidence of all assets values stated above for consideration must be submitted.

EMPLOYMENT

PURCHASER

CO-PURCHASER

Name of Employer

Name of Employer

Address

Address

Position or Title

Position or Title

Number of Years Employed

Number of Years Employed

Annual Gross Wages

Annual Gross Wages

Additional Income*

Additional Income*

Supervisor's Name

Supervisor's Name

Telephone Number

Telephone Number

*Provide this information only if you desire the Corporation to consider this income in acting on your application.

I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. I understand that the filing of this application does not in any way bind the Cooperative Corporation to consent to the assignment of this apartment to me.

Purchaser's Signature

Date

Co-Purchaser's Signature

Date

COMPLETE ONE PER APPLICANT

AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION

I _____ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their *vendors*. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as *valid* as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

X BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

Signature: _____ Date: _____

Printed Name: _____

Social Security Number: _____ Phone #: _____

Current Address:

WOODBROOK GARDENS

MOVE IN/OUT RULES AND PROCEDURES AND INSPECTION GUIDE

1. All moving activity **must** be schedule with the management office
Failure to request and receive approval for moving activity will result in a \$250.00 administrative fee.
2. A \$400.00 damage deposit must be given by both the move-in and move-out parties, to the managing agent at the time of application. The deposit must be in the form of a certified check or money order made payable to: Woodbrook Gardens Coop. The deposit will be returned, less any deductions for damage to the public areas of the building, and/or for **failing to comply** with the rules and procedures contained herein. The cost of any damage that is beyond the deposit escrow amount will be billed accordingly.
3. One copy of this signed form must be returned by each party, along with the damage escrow, to the managing agent at the time of application.
4. Moving activities can **only be conducted** between the hours of 7:30 AM and 4 PM **Monday through Friday**. No moving is permitted on Saturdays, Sundays or Holiday weekends.
5. Furniture or appliance deliveries **must** be scheduled according to the same schedule stated above.
6. A copy of the Revised House Rules and procedures' summary have been received and read.

APARTMENT INSPECTION GUIDE

An inspection of the apartment must be conducted upon notification of turnover and again prior to approval of the Board. The inspection includes but is not limited to the following items:

Proper functioning windows; Integrity of grouting and tub seals and leaking faucets in bathrooms; Evidence of other leak conditions; Proper installation of A/C units; Existence of and placement of smoke alarms.

- Carpeting with heavy padding must cover 80% of **all** floor surfaces (except bathrooms and kitchen areas.
- Parking permits must be obtained upon move-in.
- A **working set** of apartment keys must be left with the maintenance office.

The undersigned have read, understand, and agree to comply with the above stated rules and procedures.

KEEP ONE COPY

Signature

Date

Print Name

Apt. #

SHAREHOLDER _____

SUBLET _____

WOODBROOK GARDENS RESIDENT INFORMATION

NAME: _____ BLD: _____ UNIT: _____
PLEASE PRINT

PHONE: DAY (_____) _____ EVENING (_____) _____

E-MAILADDRESS: _____ @ _____

VEHICLE INFORMATION*

	YEAR	MAKE	MODEL	PLATE #	GARAGE	PERMIT #
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____

• *A change in vehicle(s) must be updated with current information promptly.*

EMERGENCY INFORMATION

In case of emergency, notify:

NAME: _____

PHONE: DAY (_____) _____ EVENING (_____) _____

ADDRESS: _____

SPECIAL INFORMATION: _____

SUBLEASE INFORMATION

SUBTENANT(S) NAME(S) _____
PLEASE PRINT

LEASE START: _____ LEASE END: _____

DATE: _____
SUBLESSOR SIGNATURE

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Seller	Date	Seller	Date
_____	_____	_____	_____
Purchaser	Date	Purchaser	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

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Protect Your Family From Lead in Your Home



June 2017

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

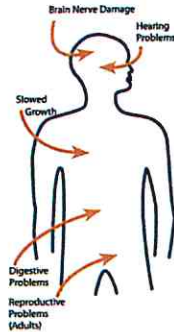
2

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

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Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

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Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A **combination inspection and risk assessment** tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

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Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

13 *Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.*
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

* In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
June 2017

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U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



Building Standards
and Codes

Fire Prevention
and Control

New NYS Law Requires Smoke Alarm Upgrades by April 1, 2019

Effective April 1, 2019, a new NY State law requires all **NEW** or **REPLACEMENT** smoke alarms in New York State to be powered by a 10-year, sealed, non-removable battery, or hardwired to the home.



This does not affect your currently installed smoke alarms

You don't need to replace alarms that are currently in your home or apartment - but any that you replace need to be 10-year battery powered or hardwired.

Important to note, smoke alarms have an estimated life of around 10 years before they become unreliable.

Breakdown of the new smoke alarm requirements

According to NYS Law 399-ccc: "It shall be unlawful for any person or entity to distribute, sell, offer for sale, or import any battery operated smoke detecting alarm device powered by a replaceable or removable battery not capable of powering such device for a minimum of ten years."

Homeowners and landlords must upgrade their smoke alarms before selling or renting homes and apartments in New York State.

While these 10-year smoke alarms have a larger upfront cost than traditional alarms powered by replaceable batteries (approximately \$20 per unit) the lack

of yearly battery changes makes them cheaper over the life of the device.

As with ALL smoke alarms,manufacturesrecommends that the 10-year sealed smoke alarms still be tested at least twice each year using the button on the front of the unit to ensure they are working properly.

Some Frequently Asked Questions:

Do I need to replace the alarms I have installed already?

You are NOT required to immediately replace your current smoke detectors, but any that are replaced or added after April 1st are required to be 10-year battery powered or hardwired. After this date, traditional removable battery smoke alarms will be unavailable for purchase in NY State.

Are they more expensive than non-sealed alarms?

Up front? Yes. In the long term? No. Most 10-year sealed smoke alarms range in price from roughly \$20-\$30, making their initial investment higher than a non-sealed alarm, but non-sealed alarms require annual battery changes. The cost of these replacement batteries average \$38 over their 10-year life span, meaning they ultimately cost more than the sealed version.

Do they really last 10 years?

Yes, they do, the sealed lithium battery (included) will never have to be replaced throughout the life of the alarm, giving you a decade of peace of mind even in the event of a power outage

Will I activate the alarm when I'm cooking something?

No. There are 10-year sealed alarms specifically designed for the kitchen with

advanced sensors that can tell the difference between cooking smoke and real fire.

Why did the law change to require these upgrades?

The dangerous habit of disabling or removing smoke detectors after an accidental alarm while cooking is a major part of why this new legislation went into effect, so alarm manufacturers considered this issue in the design of 10-year sealed alarms. You are very likely to experience less nuisance alarms than you did with your traditional battery alarm.

Are 10-year sealed smoke alarms better than hard-wired smoke alarms?

There are advantages to both systems. Hard-wired smoke alarms tie into your home's wiring and require professional installation, but generally do not require battery changes unless they feature a backup battery. 10-year sealed battery-only alarms are simple to install, and they work during a power failure. All smoke alarms have a life span of 10 years, sealed or non-sealed, and should be tested on a regular basis. When the battery wears out in a 10-year sealed alarm, the entire unit must be replaced, which helps prevent outdated units from staying in operation.

What about landlords and their rental properties?

10-year sealed alarms offer security and convenience to landlords, who are legally required by New York State to provide smoke detectors in their rental properties. The tamper-proof design of these alarms prevents tenants from removing the batteries due to nuisance alarms, or to use the batteries for another purpose. The 10-year lifespan of these lithium batteries means fewer changes and fewer equipment updates. Overall, there is a lesser chance of equipment failure in the event of a fire

November 14, 2011

To All Residents of Woodbrook Gardens:

Re: Revision of House Rule #17

This notice is to advise you that on October 27, 2011, the Board of Directors of Woodbrook Gardens voted to amend House Rule 17, by deleting it from record and revising same as follows:

(17)

No animals shall be kept or harbored in the building, or any common area of the building or its environs, without the express written consent of the Lessor, which consent may be revoked by the Lessor, in its sole discretion, should it determine that the animal is not being harbored and maintained in compliance with all provisions of the Proprietary Lease, and such Rules and Regulations, including these House Rules, as from time to time promulgated and or amended by the Lessor. No dogs shall be permitted to be kept or harbored in the building, or any common area of the building or its environs. The granting of consent to harbor an animal shall be conditioned on such conditions, restrictions and limitations as the Lessor may set forth in such application for approval. No pigeons or other birds or animals shall be fed from the window sills, terraces or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.

WOODBROOK GARDENS CORP.

Co-operative Apartments

***HOUSE RULES**

*Revised and Approved by the Board of Directors April 11, 2002

A meeting of the *Board of Directors* was held on *Monday, April 8 , 2002* at which time the Board of Directors voted to adopt the revised HOUSE RULES as follows:

WOODBROOK GARDENS CORP.

HOUSE RULES

These HOUSE RULES may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor. These rules and regulations have one objective: to achieve a smooth-running and efficient operation, thus enhancing the value of the property and providing the ultimate possible in living for both shareholders and tenants. Therefore, it must be emphasized that the HOUSE RULES WILL BE STRICTLY ENFORCED FOR THE BENEFIT OF ALL.

IF violation of a HOUSE RULE or RULES continues after Lessee has been requested in writing to cooperate and abide by the rule(s) being violated, an administrative fee will be charged. This fee will be added to the monthly maintenance statement. In addition, the Apartment Corporation shall have the right to terminate the shareholders proprietary lease. In such event, the Shareholder will also be charged reasonable attorney's fees.

- (1) The front entrance, walks, steps, public halls and stairways of the building shall not be obstructed or used for any purpose other than the ingress to and egress from the apartments in the building.
- (2) No bicycles, tricycles, scooters, mopeds, or similar vehicles, nor baby carriages shall be allowed to stand in the public halls, sidewalks, passageways or lawns. The use of skateboards on the property of the Corporation is strictly prohibited.
- (3) Nor is riding any of the above (see item 2) permitted on landscaped or grassy areas.
- (4) No one shall play in the public halls, courts, stairways, **lawn areas** and no one shall be permitted on the roof. Any Lessee will be held financially responsible for any destruction to Corporation property caused by them, or by their guests and/or visitors, or their children or by those under their guardianship.
- (5) No swimming pools of the type used for children, such as wading pools, or other inflatable type devices are permitted.
- (6) No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors.
- (7) No Lessee shall make or permit any disturbing noises in the building, or do, or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of 11 p.m. and the following 8 a.m., if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except between the hours of 9 a.m. and 7 p.m. Neither loud, boisterous nor vulgar language shall be used at any time in public areas on the premises.

8) No Lessee shall make or permit any disturbing noises on the grounds and parking areas between the hours of 11 p.m. and the following 8 a.m. This includes, but not limited to, loud talking, revving motors, running vehicles without appropriate mufflers, horn blowing, car alarms, or slamming doors.

(9) No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors, windows, terraces, or placed upon the fire escapes or windowsills of the building.

(10) No awnings or exhaust fans other than window units shall be used in or about the buildings except such as shall have been expressly approved by the Board of Directors, nor shall anything be projected out of any window of the building without similar approval.

(11) Any structural changes or outside alterations of the grounds requires written permission of the Board of Directors. In addition to all other remedies contained in the Proprietary Lease, structural changes or outside alterations of the grounds made without the Corporation's consent will cause the Lessee to be liable for monetary damages, including reasonable attorney's fees.

(12) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors.

(13) The Board of Directors shall specify days, use, and location of receptacles for garbage disposal for each respective apartment and Lessees shall abide by such directions. **GARBAGE AND REFUSE MUST BE PLACED IN A PLASTIC BAG AND TIED SECURELY!!!!!!**

Garbage may not be left in the hall ways, or the common areas at any time. Nor may garbage be put out for collection before 6:00 a.m.

Each resident will comply with all Corporation and municipal requirements regarding disposal of garbage and refuse, including all recyclables. Any municipal fine levied against the Corporation by reason of the acts, or failure to act, of a Shareholder, or guest of a Shareholder resident, or occupant shall be reimbursed by said Shareholder.

(14) Toilets, sinks, tubs, and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse to any or all of the above apparatus shall be charged to and paid for by the Lessee in whose apartment such misuse arose.

(15) Washing machines and dryers are not permitted in Lessee's units.

(16) No Lessee shall request or require any employee of the Lessor to perform any private work of a Lessee during normal work hours of the employee.

(17) No animals shall be kept or harbored in the buildings, or any unit therein. No pigeons or other birds, cats, dogs, or animals shall be fed from the windowsills, terraces or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.

(18) No radio, television aerial or satellite-receiving dish shall be attached to, or hung from the exterior of the building, unless such attachment, use, and/or continued use, has been established, and approved by the Board of Directors.

(19) Vehicles belonging to a Lessee or to a member of the family or guest, subtenant or employee of a lessee shall be parked in designated areas as established by the Board of Directors. The Lessee will abide by all arrangements made by the Board of Directors with regard to the garages and the driveways thereto. Any vehicle parked in an area not so designated for parking shall be towed at owner's expense. The Board of Directors shall promulgate rules for usage of garages and parking areas and shall set the fees for such usage. Non-operating, disabled or abandoned vehicles are not allowed on the premises and will be removed at the owner's risk and expense. Parking spaces designated for handicapped persons within the complex are to be used solely by drivers of such vehicles which are duly registered as a vehicle of a handicapped person by the State of New York and/or any other state and which prominently displays handicapped license plates.

All resident vehicles parked on the property must have a current parking permit. These are issued by the management office.

The resident(s) of each apartment, which is owned, and occupied by the Shareholder(s) and their immediate family, may park only those vehicles which are registered, inspected, and insured according to New York State Motor Vehicle Law. If more than two vehicles are parked, there will be a charge of Ten Dollars per month for each additional vehicle. No Apartment may park more vehicles than there are licensed drivers in continuous residence on the Corporation property.

All residents' vehicles must be properly registered and inspected and have license plates that match the vehicle registration. The storage of or the making of repairs of any kind to vehicles on the property is not permitted.

The garage waiting list is maintained at the management office. Written requests must be made to be placed on the list.

Parking rules state that residents having assigned garages may only temporarily park in outside spaces for a period not to exceed fifteen minutes in order to load or unload their vehicles. Except as otherwise set forth herein, they must use their garage space at all other times. Garages may not be used for storage purposes.

VISITOR PARKING

Each apartment will be given guest pass forms. Residents, who have visitors, must notify the office and display the visitors' pass on the front windshield dashboard with the date(s) of the visit. If the visitor parking wants to extend more than 30 days, permission must be granted by the Board or its' designated agent. Additional time beyond the first 30-day period will incur an administrative fee of two dollars per day up to 30 days.

Residents and their guests are required to follow posted signs relating to no parking or fire zones. These no parking areas are created to allow emergency vehicles to use the roadway areas at the complex. If vehicles are parked in these zones, responding emergency vehicles will not be able to pass. Any delay in the response may cause loss of life. Vehicles found to be in violation are subject to being ticketed by the Police and towed.

Residents found to be in violation of parking or garage rules will be subject to administrative fees and in the case of garage parking, the loss of the garage.

(20) Any shareholder with a *Garage lease* and/ or *license* who does not use the Garage for parking a vehicle, which is registered with Woodbrook Gardens, on a regular basis is subject to having the *Garage license* revoked.

(21) Parking areas shall not be used for any auto repair work of any kind.

(22) Washing cars, trucks, motorcycles and any other type of vehicle by use of hoses is not permitted on Cooperative property.

(23) The Lessee shall use the available laundry facilities only on such days and during such hours as may be designated by the Board of Directors.

(24) The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to storage, laundry or parking purposes.

Storage rooms are provided in most building basements. They are opened seasonally for air-conditioner storage. You will be notified of these dates. Room access is only available on weekdays. It is suggested that you make your access request at least one working day before you need access by contacting the maintenance office at 591-9393. The rooms are intended to be used to store items such as: air-conditioners, luggage, trunks and containers designed for storage.

- Residents must place any stored items in appropriate stackable containers.
- Loose items are not permitted.
- All items stored must be clearly labeled with the name and apartment of the items' owner. The storage of all items should be done in a neat and orderly manner. Space is limited in the rooms.
- All stored items must comply with current New York State Law.

Bicycles must be stored in the bicycle room (located near the "K" building laundry room). Contact the management office for a key and to obtain the required bicycle registration sticker(s) for your bicycles. Keys to this room are available from the management office.

(25) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment, including closets and foyer, must be covered with rugs or carpeting or equally noise-reducing material to the extent of at least 80% of the floor area of each room excepting only kitchens, and bathrooms.

(26) The superintendent and his staff report to the managing agent. All suggestions, rule violations, complaints, and questions concerning general matters are to be directed in writing to the managing agent with a copy to the Board of Directors.

REPAIR REQUESTS: For apartment repairs that are the Co-ops' responsibility, or to public areas, call the maintenance office (591-9393). And, when contacted, provide a written request.

At least one 10 lb. capacity ABC type fire extinguisher must be available in your apartment at all times which is to be maintained at the shareholder's expense.

(27) In case of EMERGENCY, the Lessee should phone the superintendent at 591-9393. All emergency requests should be followed up in writing to the managing agent with a copy to the Board of Directors.

(28) The agents of the Lessor, and any contractor or workman authorized by the Board of Directors may enter any apartment at any reasonable hour of the day upon notice or at any time and without notice in case of emergency, for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests. The Lessor will provide the exterminator service at no cost to the Lessee.

You must provide a set of keys to your apartment to the maintenance department for emergency access. The keys are held in a secure location for use in emergencies or if access is authorized by the apartment resident to perform required repairs. Failure to provide keys will cause you to be held liable for damage to any part of the property that is caused as a result of the delay in access and any damage caused in obtaining access to your apartment. There is a minimum service charge of \$125.00 (One Hundred Twenty Dollars) and additional administrative fees, if access is needed and keys are not immediately available.

If you are locked out of your apartment when the maintenance office is closed, there will be a minimum charge of \$125.00 for a staff member to respond with your keys.

If a snowfall is expected which requires plowing, notices will be posted in the lobby area of each building, early in the morning, advising residents if the snow emergency plan is being implemented. You must make arrangements to move your car according to the posted schedule. Usually removal times are from 10:00AM until 1:00 PM, depending where your vehicle is parked. If you plan to be away for any length of time, move your car to the top of the hill, then make arrangements to leave your keys with someone who can move your vehicle so that the space can be properly plowed. Vehicles not moved by the time snow removal starts will be towed from their spot at the owner's expense.

(29) Payment of monthly maintenance is due on the first of each month. An administrative charge of \$25 per month will be added to all payments not received by the managing agent by the 10th of the month.

(30) All current and future occupants must notify management at least 24 hours in advance of the moving, or delivery of household goods and/or furniture, of the date and time the occupant intends to vacate or occupy the premises as the case may be. The moving of household goods and/or furniture shall occur only on Monday through Friday between the hours of 9 a.m. and 5 p.m.

There will be a \$250.00 administrative charge for any violation of the moving policy. Money on deposit may be used for the purpose of reimbursement of damages, or violation of the move-in/move-out rules. Insufficient money on deposit does not limit the Board's right to sue for additional damages, and to charge reasonable attorney's fees to collect same.

(31) Any consent or approval given under these HOUSE RULES by the Board of Directors shall be revocable at any time.

3. SAFETY AND SECURITY: Make sure that all smoke alarms are functioning properly at all times and change their batteries at least once a year. At least one 10 lb. capacity ABC type fire extinguisher should be available in your apartment at all times. **Know how to use the extinguisher.** There are also fire extinguishers in the public hallway areas of each building. **Know and practice regularly, the proper emergency escape procedures and routes from your apartment.** Close the apartment door if forced to leave because of fire or smoke. Obtain and use "tot-finder" type window decals when appropriate.

- Know the location and verify the proper function all of the water shut-off valves in your apartment.
- Use only high security, pick proof locks and lock cylinders on your apartment doors.
- Install a new through the door viewer (peephole device) **only** with management's approval.

You **must** provide a set of keys to your apartment to the maintenance department for emergency access. The keys are held in a secure location for use in emergencies or if access is authorized by the apartment resident to perform required repairs. Failure to provide keys will cause you to be held liable for damage to any part of the property that is done as a result of the delay in access and any damage caused in obtaining access to your apartment.

- There is a **minimum** service charge of \$125.00 (One Hundred Twenty Dollars) and additional administrative fees, if access is needed and keys are not immediately available
- 3. GARBAGE REMOVAL:** All items should be securely wrapped **in plastic** and disposed of according to the following schedule:
- Between 7:30AM and 9:AM Monday - Friday: Place items outside your building entrance.
 - There will be no pickup on holidays or on heavy snow days. Do not put your refuse out on these days.
 - On no pick-up days, bring to trash area and place in containers according to the type. Recycling containers are clearly marked.

Procedures for recycling: All metal and glass and plastic items must be put in a separate bag. Tie up newspapers, cardboard and magazines into bundles. Please notify the maintenance office in advance if you plan on discarding large items or boxes

- Only put items into empty or partially filled dumpsters. Make sure that you close the container top so that animals can't gain access to its' contents.
- Contractors must dispose of commercial garbage such as debris associated with apartment renovations. **Shareholders will be charged for the proper disposal of this type of refuse.**

CONTINUES >

4. **STORAGE ROOMS:** Storage rooms are provided in most building basements. They are opened seasonally for air-conditioner storage. You will be notified of these dates. Room access is only available on **weekdays**. It is suggested that you make your access request at least **one working day before** you need access by contacting the maintenance office. The rooms are intended to be used to store items such as: air-conditioners, luggage, trunks and containers designed for storage.

- Residents must place any stored items in appropriate **stackable** containers.
- Loose items are not permitted.
- All items stored must be clearly labeled with the name and apartment of the items' owner. Flammable or combustible items including but not limited to: Paper, wood or wood products, furniture, cardboard boxes, mattresses and paint products **must not be stored**.
- Since storage space is limited, all items should be stored in a neat and orderly manner. Appliances including but not limited to: Dishwashers, stoves and refrigerators **must not be stored**.

Bicycles must be stored in the bicycle room (located near the "K" building laundry room). Contact the management office for a key and to obtain the required bicycle registration sticker(s) for your bicycles. There is \$25.00 charge for lost bicycle room keys.

The co-op is not responsible for damage to or theft of stored items.

Residents found to be in violation of storage room rules will be subject to substantial administrative fees.

6. **LAUNDRY ROOMS:** There are three laundry room locations. Hours: 8:00 AM until 10PM daily(Buildings J and K) 8:00 AM until 9:30PM for Building F.
- Please be aware of the need for removing laundry promptly at the end of the wash or dry cycle.
 - Do not overload the machines as this will not allow for proper cleaning or drying and will cause breakdowns.
 - Promptly report any broken or malfunctioning equipment to the maintenance office. Keys to the laundry rooms may be obtained from the management office.
 - **For security reasons, make sure that the laundry room door is closed at all times.**

7. **PARKING:** The garage waiting list is maintained at the management office. Written requests must be made to be placed on the list. All resident vehicles parked on the property must have a parking permit. These are issued by the management office. Parking rules state that residents having assigned garages may only park in outside spaces in order to load or unload their vehicles for short periods of time (up to 15 minutes). They **must** use their garage space **at all other times**.

- Garages may not be used for storage purposes.

CONTINUES >

The resident(s) of each apartment may park up to five vehicles, provided there is a licensed driver, **in continuous residence**, for each vehicle. If more than two vehicles are parked, there will be a charge of Ten Dollars per month for each vehicle additional vehicle.

All residents' vehicles must be properly registered and inspected and have license plates that match the vehicle registration. Vehicles must be in running condition. The storage of or the making of repairs of any kind to vehicles on the property is not permitted.

Residents found to be in violation of parking or garage rules will be subject to substantial administrative fees and in the case of garage parking, the loss of use of their garage.

Residents and their guests are required to follow posted signs relating to no parking or fire zones. These no parking areas are created to allow emergency vehicles to use the roadway areas at the complex. If vehicles are parked in these zones, responding emergency vehicles will not be able to pass. **Any delay in the response may cause loss of life.** Vehicles found to be in violation will be ticketed by the Police and towed.

- **Vehicles in violation of parking rules and procedures are subject to being booted.**

8. SNOW REMOVAL: If a heavy snow fall is expected, notices will be posted in the lobby area of each building, early in the morning, advising residents if the snow emergency plan is being implemented. You must make arrangements to move your car for the final cleanup according to the posted schedule. Usually removal times are from 10:00AM until 1:00 PM, depending where your vehicle is parked. If you plan to be away for any length of time, move your car to the top of the hill, then make arrangements to leave your keys with someone who can move your vehicle so that the space can be properly plowed. **Vehicles not moved by the time snow removal starts will be towed from their spot at the owner's expense.**

9. APARTMENT RENOVATIONS: If you are intending to make any changes to the interior of your apartment, other than decorating, (decorating is painting or similar activity) you must contact the management office for further instructions. No structural changes, rewiring or behind-the-wall plumbing may be done without the permission of the Coop.

- **Renovation work is permitted on weekdays from 8:00 AM until 4:00 PM**

All work performed must be done by contractors who are both licensed and insured in amounts acceptable to the Coop. Proof of insurance naming the Coop Corporation and the managing agent, as additional insured on the contractors' policy must be provided prior to the start of any work.

CONTINUES >

10. SALES AND SUBLETS: For sales or sublease information, contact the management office, for the appropriate current forms and instructions.

11. NOISE: All residents are reminded that no disturbing noise of any kind can be made between the hours of 11:00PM and 8:00AM. Only the reasonable sounds associated with residential type activity can be allowed at all other times. Please be aware of the noise that you may be making and of how it may affect your neighbors. Be considerate of other residents.

12. POSTING OF NOTICES: Residents may post notices **only** in the laundry rooms on the bulletin board provided. All notices must be dated and can remain on the board for **up to 30 days**.

13. MOVING: Moving can only be scheduled between Monday and Friday from 7:30 AM to 4:00 PM. All moves must be scheduled with the management office, which should be notified as soon as possible about the intended move date. Prior to the move date, residents moving in and out must each provide a \$400.00 escrow check to the management office. This escrow will be returned shortly after the move has taken place, less deductions for damage, if any, occurs to the public areas. Damage that may occur that is not covered by the escrow will be assessed to the responsible party.

14. DELIVERIES: Scheduling must be done only from Monday - Friday from 7:30 until 4:00PM on weekdays only. Remind the delivery service that they must properly discard any packaging materials or boxes. Any damage caused to the public areas by the delivery will be the responsibility of the resident.

15. COMPLAINT PROCEDURE: If shareholders have any comments or complaints concerning any aspect of the operation or administration of Woodbrook Gardens, please bring it promptly to the attention of the management office. This should be done in writing, with instructions on how a response can be made and if the letter should be forwarded to the Board of Directors for their review or action. Sub-tenants should contact the owner of the apartment.

16. AIR CONDITIONERS: **Windows** cannot be modified to accommodate air conditioner installations. A special bracket must be used to support the Air- conditioner in the window. This is required so that damage to the window, which is Coop property, will be prevented. Any shareholder or resident that permits the installation of an air- conditioner that causes damage, will be responsible for the cost of correcting it.

- **Any resident wanting to install an air-conditioner must sign a special damage waiver. Please contact the management office for more details.**
- Make sure that the outlet you are using for your air- conditioner is correct for the units' electrical requirements.

CONTINUES >

17. APARTMENT REPAIR RESPONSIBILITY: The repair responsibilities for the Coop and for Shareholders are indicated in the Coop Proprietary Lease. If you have any questions, contact the management office.

18. FLOOR COVERING: All residents are reminded that the Coop requires that 80% of the floor area of each room (except kitchens and bathrooms) be covered with carpet and a **substantial** padding material.

19. INSURANCE: Shareholders are urged to obtain residential apartment policies to protect from possible losses. The cost of such policies is usually minimal. The contents of your unit including in many cases all apartment fixtures are **NOT** covered by the coops' master insurance policy.

21. USE OF GROUNDS: The use of wheeled recreational devices, including, but not limited to: Skate boards; bicycles, roller skates and in-line skates, are not permitted on or in any part of the corporate premise. Radio controlled toys may not be operated on **any** roadway parking lot or grass area.

- The **only** type of ball playing permitted on the corporate premise, is basketball, at the hoop at the top of the hill near "J" building. This may be done only during daylight hours.
- The lawn areas were not designed for or intended to be used as play areas. **KEEP OFF OF THE LAWNS! Resident who fails to comply with this rule will be assessed administrative charges.**
- Young children must not use the playground equipment unless properly supervised.

22. USE OF INTERIOR PUBLIC AREAS: Personal belongings are not permitted in any of the co-ops' interior public areas. This includes but is not limited to: **Shoes; umbrellas; boxes, furniture and doormats.** These objects are tripping hazards and may affect the safe and orderly emergency evacuation of the buildings.

- The staff **WITHOUT FURTHER NOTICE** will remove any objects found in the public areas of the buildings. **Administrative charges will be assessed for violation of this rule.**

23. ADMINISTRATIVE FEES AND CHARGES: Fees will be charged to shareholders for violation of the Coops' rules and/or procedures. These fees cover the expense associated with the notification and enforcement process. Additional legal fees may be incurred if violations are not cured in a timely manner. Any charges for the towing or booting of vehicles are due directly to the towing contractor and are in *addition* to any administrative fees imposed. **Shareholders who are sub-leasing their apartment are responsible to insure that their sub-tenants comply with all coop rules and procedures. It is strongly suggested that a clause be included in the sub-lease, allowing the shareholder to pass these charges along to their tenants if the tenant violates the procedures and/or rules.**

If you have any questions, require clarification of any of the above or need assistance with any administrative matter, please contact the management office.

Thank you for your anticipated cooperation.

Woodbrook Gardens Corp.
140 No. Broadway
Irvington, NY 10533

Dear Shareholder:

If you have installed or want to install air-conditioning units in your apartment, permission to install or keep window air conditioners is required. Please fill out the information below as to the location and model of the unit and return this form to management prior to any current or intended installation. If you have any questions, call the management office at: 914 591-5566.

- **If you have air-conditioners installed and fail to return this form, you will be required to remove the unit and you will be charged an administrative fee.**
- **Units must be properly installed and mounted in a manner that will insure safety.**
- **Only units that require 110 volt service may be installed unless a separate 220 volt service line has been installed (with co-op permission).**
- **Staff members may not install or remove units.**

<u>Room</u>	<u>Model Air Conditioner</u>
1.	
2.	
3.	
4.	

Permission for installation is hereby granted under the following terms:

1. You and your assignees hereby agree to indemnify and hold the Apartment Corporation harmless for any damage caused to said window or individual by reason of the installation or subsequent use of said air conditioner, and you further agree to replace said window at your own cost with an approved substitute window, as decided by the Apartment Corporation, should the window in any way become damaged.
2. Your failure to do so within thirty (30) days of demand shall enable the Apartment Corp. to make such substitution, and to bill your account for the actual charge of same. You hereby agree to make payment for same within ten (10) days of demand, and any failure to do so shall be a material breach of the Proprietary Lease.

CONSENTED AND AGREED TO:

Resident / Shareholder

Date

_____/_____
Bld. Unit

**WOODBROOK GARDENS
SHAREHOLDER / CO-OP
REPAIR AND MAINTENANCE RESPONSIBILITIES**

This document is a limited summary of repair and maintenance responsibilities at Woodbrook Gardens. For more detailed explanations relating to the items contained herein, please refer to your proprietary lease.

AIR CONDITIONERS

Installation/removal.....S/H

APPLIANCES

All repairs / replacements.....S/H

CABINETS

Original or New.....S/H

DOORS

Front (Lower lock).....S/H

Front (other lock(s)).....S/H

Interior.....S/H

Terrace (except for locks).....Co-op

ELECTRICAL

Fuse box / Fuses.....S/H

Service to outlets.....S/H

Receptacles.....S/H

Light fixtures.....S/H

Switches.....S/H

Plates / Covers.....S/H

OUTSIDE BRICK FAÇADE

Leak / Repair.....S/H

FLOORING

All floor surfaces.....S/H

PAINTING

Apartment Interior.....S/H

Plaster repairs / interior wall leak.....Co-op

TILE WORK

Tile repair / replacement.....S/H

Tile grouting.....S/H

WINDOWS

Screens.....S/H

Glass (when seal is broken).....Co-op

Balances.....Co-op

Adjustments.....Co-op

Locks (except for negligence).....Co-op

LOCKCKOUTS

During normal maintenance hours..Co-op

After hours.....\$125.00

Lost bicycle room keys.....\$10.00

RADIATORS

Repairs / service / replacement.....Co-op

PLUMBING / LEAKS / STOPAGES

Pipes / waste lines / inside walls....Co-op

Pipes / waste lines / outside walls....S/H

Toilet Hardware / repairs.....Co-op

Sink hardware / repairs.....S/H

Shower body.....S/H

Shutoff valves / inside wall.....Co-op

Shutoff valves /outside wall.....S/H

Drain clog / outside wall.....S/H

Drain clog / inside wall.....Co-op

Drain clog / negligent stoppage.....S/H-Cost

Faucet washers (shower & tub).....Co-op

* S/H - Shareholder

Note: Co-op will replace washers on unaltered original hardware only.